

Educator Licensure and Recruitment (ELAR) and Massachusetts Education Personnel Identification (MEPID)

**Important
Licensure
Requirement!**

Set up ELAR

**Find MEPID in
ELAR**

**Provide
Lesley your
MEPID by
November 15,
2013**

What is ELAR and why do I need to set up an ELAR account now?

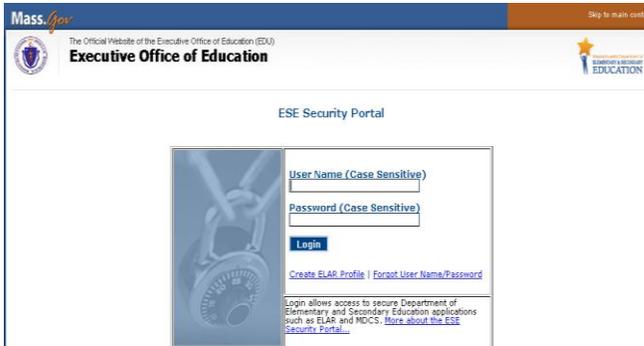
ELAR (Educator Licensure and Recruitment) is the State's online resource that enables current and prospective Massachusetts educators to complete most licensure-related transactions on the Internet through a secure portal. Through ELAR you can

- store and view MTEL scores and official transcripts
- apply for or advance a license online
- check the status of a license/application
- make a payment
- view a description of what documents are scanned into your file
- request a hard copy license
- renew a Professional license
- view correspondence from the Office of Educator Licensure
- print unofficial license information
- post a resume and search for jobs posted by districts through the aMAzing Educators Career Center

Lesley University will electronically endorse you for a license through ELAR at the completion of your program. It is essential that we have your MEPID number (assigned to you in ELAR) in order to count you as an enrolled student and to endorse you for a license at program completion. Details about MEPID are described below.

All licensure candidates are **REQUIRED** to set up an electronic account (**ELAR**) at the Massachusetts Department of Elementary and Secondary Education at the start of your program, and then let Lesley University know your MEPID number through LOIS (Lesley Online Information System), the system Lesley students use to register for classes, check final grades, etc.

How can I set up an ELAR Profile?



To set up an Educator Licensure and Recruitment (**ELAR**) account at the Department of Elementary and Secondary Education (DESE), go to

<https://gateway.edu.state.ma.us/elar/common/EducatorWelcomePagePageControl.ser>. You can also access the security portal by going

to <http://www.doe.mass.edu/>, > Educator Services, > 

To begin, click on *Create ELAR Profile*. Continue through the prompts to create your profile. **There is no fee for establishing your ELAR account.** When you are ready to apply for your license, you will then

pay a licensure application fee.

Inquiry - Activity Summary

Personal Information

User Name: edillon9 Under Review: No

MEPID: 59999999

Name: Erin Dillon
Date of Birth: September 09 1978
Gender: FEMALE
Address: 26 Appleton St, Somerville, MA, 02144, USA
Telephone Number:

I prefer that the Department of Elementary and Secondary Education communicate with me via email (unless a p
The Department of Elementary and Secondary Education strongly encourages you to provide and communicate to us
* A MEPID or Massachusetts Education Personnel ID is a unique identifier assigned to all educators and to school dist
individual level from school districts to the Department. For more information on MEPIDs and EPIMS, visit the EPIM

What is a MEPID and where can I find it?

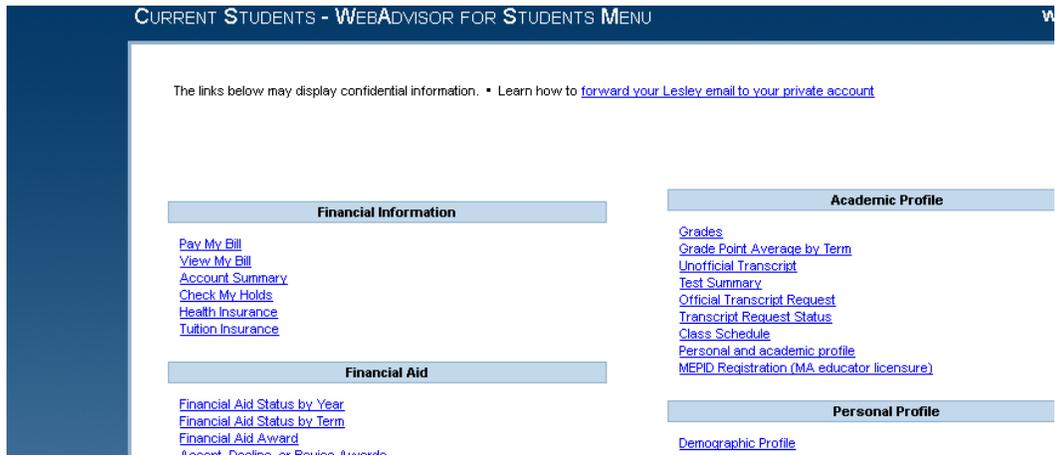
A MEPID (Massachusetts Education Personnel ID) is a unique number assigned in ELAR to all educators. The only way Lesley will be able to endorse and verify program completion to the state will be through your MEPID. You can find the MEPID on your ELAR profile page by selecting 'Update your profile' or 'Check license status and history' from the ELAR

Education		
Country	State/Province	College/ University/ Insti

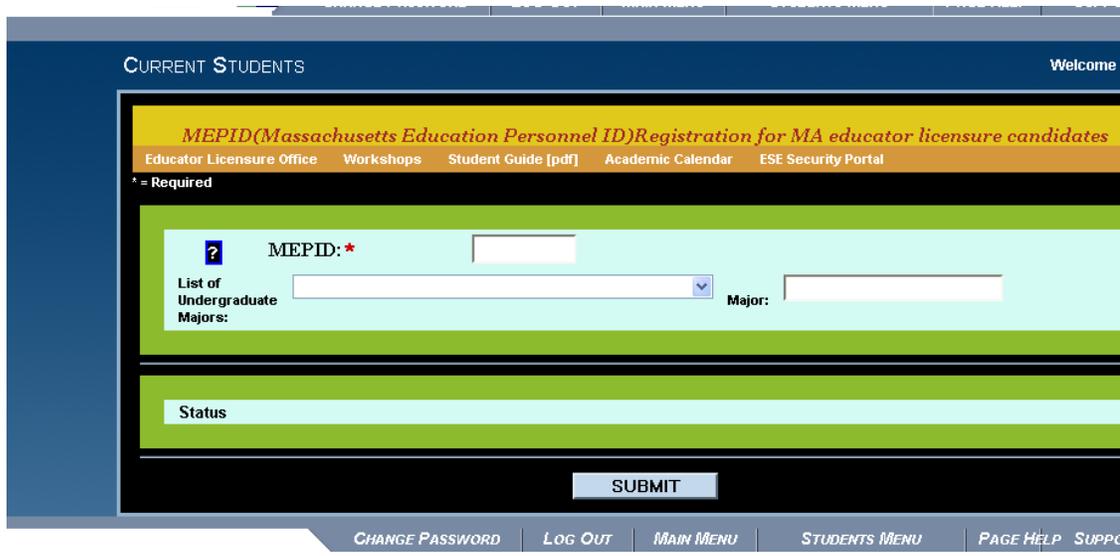
Welcome Page. The image to the left is a screen shot of the 'Check license status and history' page with the MEPID circled. Accurately record your MEPID number so that you can report it to Lesley University.

How do I report my MEPID to Lesley?

Log into LOIS, <http://www.lesley.edu/lois>, and find the last listing in Academic Profile section, *MEPID Registration*.



Click on *MEPID Registration*, accurately type in your MEPID in the box, select your Undergraduate Major from the drop-down list, and hit Submit.



Thanks for setting up your ELAR and reporting your MEPID by **NOVEMBER 15, 2013** to Lesley. We will use the MEPID to endorse you for a license at the completion of your program.

Questions? Contact cert_off@lesley.edu.